Mill Hill

Instilling values, inspiring minds
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Human Resources Administrator
Candidate Information Pack

INTRODUCTION

This is an administration, support and advisory role based in the Human Resources department of the Mill Hill School Foundation. The HR team consists of: HR Manager, HR Officer and a Recruitment Manager.

This role will assist the HR team in the delivery of a quality HR service, and is responsible for all HR Administration of both hard /soft copy files along with our related systems including; iTrent and our SCR Tracker.

This role also supports the Recruitment Manager and HR Officer in the performance of their roles.

Closing date for applications: 9:00am on Friday 23 September 2022

Key facts about the role:

Contract Type

PERMANENT, FULL TIME

Reporting To

HUMAN RESOURCES MANAGER

Hours

40 HOURS A WEEK
8AM – 5PM

Holidays

25 DAYS ANNUAL LEAVE PLUS STATUTORY BANK HOLIDAYS, AND AGREED DAYS OVER THE CHRISTMAS AND NEW YEAR PERIOD

Benefits

PENSION
ON SITE SUBSIDISED GYM
FREE PARKING

Salary

UP TO £30,000

THE FOUNDATION

The Mill Hill School Foundation Ethos
The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

Safeguarding

- Process, administer and monitor checks for all staff including; teaching, support, volunteers and contractors
- Maintain the Single Central Register, following Government guidelines and alert the HR Manager to any possible problem immediately

Duties and Responsibilities

- The management and processing of all our employee files and records including both hard and electronic copies to include: starters, leavers, absence, changes and performance management
- To be the overall system administrator of our iTrent HR system
- Act as first line support to Managers and employees on policies and procedures, carrying out the necessary follow-on administration i.e.; maternity leave, paternity leave and sabbaticals
- Responding to HR queries that come into the HR Support email box
- Collating and maintaining HR statistics for monthly reporting and planning
- Producing ad hoc HR reports from iTrent as required
- Updating our HR system; iTrent with starters, leavers and other changes to employee information
- Producing references and other HR administration as requested
- Issuing any letters to employees to reflect changes in terms i.e. salary, role, flexible working
- Monitoring of employee absence across the Foundation. For example, sickness and annual leave
- Processing starters and leavers
- May be required to conduct new starter inductions on their first day
- Monitoring the appraisal and probationary process and administration
- Working collaboratively with payroll in the collation and co-ordination of payroll information
- Management of annual events as required e.g. long service awards, employee survey data collation, carry over leave etc

General Information

- The role holder may occasionally be required to work at other Schools to attend meetings
- The role holder will be expected to perform any other duties that may reasonably be asked of them by the HR Manager or a member of the Executive team



PERSON SPECIFICATION

Key Requirements

- Experience of HR Administration both system and manual
- Excellent attention to detail in terms of data, systems, process and advice
- iTrent – minimum user experience

Skills

- High level of organisational skills and attention to details, including the ability to organise and prioritise work independently, meet deadlines and a proven ability to work effectively under pressure
- Ability to create and maintain strong working relationships with all employees across our Schools
- Excellent communication and relationship building skills using business acumen
- Calmness under pressure and ability to maintain good humour, particularly in the face of adversity
- Experience of working in an HR generalist support capacity
- Advanced working knowledge of Word, Excel, Outlook and other HR related systems and databases
- Up to date knowledge of employment legislation and best practice
- Ability to take ownership of tasks



HOW TO APPLY

1. If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

View Online Page

2. Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Friday 23 September 2022.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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